

Parma Town Board meeting held on Tuesday, March 3, 2020 at the  
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

### **ATTENDANCE**

Supervisor	Jack Barton
Councilperson	James Roose
Councilperson	Blake Keller
Councilperson	Linda Judd
Councilperson	Stephen Zajac
Town Clerk	Carrie Fracassi
Building & Development Coordinator	Dennis Scibetta
Dir. of Parks and Recreation	Tom Venniro
Excused Highway Supt.	Jim Christ

### **OTHERS IN ATTENDANCE**

Lon Jacobs, Debra Hebing, Kay Melvin, Joe Sciortino, Gary Ranieri, Julia Viavattene, Jordan McEntee, Madison Tortora, Kristin Walker, Rosalind Lipoma and other members of the public.

### **CALL TO ORDER**

Supervisor Barton called the meeting to order at 6:30 p.m. and led those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted.

### **REGULAR MEETING MINUTES – FEBRUARY 18, 2020**

**RESOLUTION NO. 94-2020** Motion by Councilperson Roose, seconded by Councilperson Zajac to accept the Minutes of the regular meeting held on February 18, 2020 as presented.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **TOWN CLERK REPORT**

The Town Clerk reported that Town Clerk and VFW Reports for February have been completed and submitted to the Supervisor.

The Town Clerk noted that art work from the Hilton School District has been put on display at the Town Hall in two of the display cases.

### **HIGHWAY DEPARTMENT REPORT**

Supt. Christ is attending Advocacy Day in Albany. There was no report.

## **BUILDING DEPARTMENT REPORT**

Mr. Scibetta reported that he and Art Fritz will be attending the FLOBOA Conference next Monday, Tuesday and Wednesday. Mike Lissow will be covering the office on Wednesday and Elaine will be in the office.

## **RECREATION DEPARTMENT REPORT**

Mr. Venniro reported that the Parks and Recreation Budget Reports are accurate through 2019 and will be available soon.

The Family Sweetheart Dance was held on February 21, 2020; there were 135 attendees. The Friends of Hilton-Parma Parks and Recreation hosted a Family Bingo Night on February 28, 2020 at the Village Community Center. This was the first of its kind and there were 92 attendees, which was the maximum and it was a great success.

All appointment slots are now full for the Tax Preparation; an additional date has been added. There are about 30 people on a waitlist.

### **Parks Update:**

The Septic System project is ongoing. A broken pipe was discovered under the warming hut and the ground will need to be excavated and the line replaced. The engineers, contractor and Highway Department are all working to address the issue.

Starting in March, seasonal laborers Mike Dool and Aaron Ashberry will begin work in the park on various projects as the weather allows. They will work on a limited basis on specified projects as weather permits and will work through October. They are both returning employees who have been previously approved at the 2020 Organizational Meeting.

## **PUBLIC FORUM**

Supervisor Barton asked if there was any other citizen who would like to address the Town Board with any questions or concerns.

Debra Hebing, Parma View Drive, attended a meeting with the RTS where they provided details on the new route that will be in effect for Hilton beginning in June. The new route will include dropping riders off at a HUB station and then transferring once or twice to get to their destination. This will cost riders more because they have to take more buses to get to their destination. She wanted to know if the Town would be willing to hold an informational meeting to get all the information out to local riders. She would get flyers and information out about that meeting. Supervisor Barton stated that he has spoken with Tom from RTS and they were in agreement that they would hold a meeting but until they work out the details it makes sense to wait. They were hoping to have one in May.

## **BUSINESS ITEMS**

### **NORTH PARMA STATION**

Joe Sciortino said that plans are being developed for the subdivision. He is still interested in developing the front area with a community center and wanted to know if there is still interest by the Town. He said that if the Town was still interested in pursuing this then they could go to the residents for input. Supervisor Barton felt the Town should at least consider this idea but the Town does not have the money to commit to this at this time and would need to look into Federal/State funding. The developer will be installing sidewalks to the subdivision. The Board likes the concept.

Supervisor Barton noted that February was Love your Library Month. There were 475 comment cards from people who use the Library. They were very positive comments about our Library and he will have keep them in the Supervisor's Office for anyone who would like to come in and look at them before returning them to the Library.

### **TROY AND BANKS FRANCHISE FEES CONTRACT**

Supervisor Barton noted that Troy and Banks is a firm that will come in and look at the Town Franchise Agreement with Spectrum to determine if there are underpayments for franchise fees from Spectrum to the Town. The contract states that Troy and Banks would be paid 50% of what they find and if they were to find zero discrepancies then the payment for this service would be \$0. This audit will include Cable TV and Internet. While they will be auditing the Agreement and may provide some comments they will not be negotiating a new Agreement.

**RESOLUTION NO. 95-2020** Motion by Councilperson Judd, seconded by Councilperson Roose, to authorize the Supervisor to sign the Contract with Troy and Banks for services relating to auditing the Franchise Agreement between the Town and Spectrum.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **STREET RENAME**

A letter was received by Board Members about a street name in West Hill Subdivision and off of Blue Mountain Trail. When this project was approved about 15 years ago the 2<sup>nd</sup> street of that subdivision was named White Face Circle. It was meant to be named after Whiteface Mountain; however, it did not carry the Mountain in the name. There are concerns from residents of how this name projects and they would like the name changed to White Face Mountain Circle. Supervisor Barton has talked to both the engineer and the developer of the project about changing the name. They both seemed okay with the name change; however, the builder is not interested in incurring any costs associated with the change. Supervisor Barton talked to 911 and they don't see an issue renaming it White Face Mountain Circle.

There are currently 3 houses on the street that would have to change their information related to their address. Once the Town receives final approval from 911, the Board would need to approve the name change by resolution. The Town will incur the cost of the new sign.

**PREPAID CHECK**

**RESOLUTION NO. 96-2020** Motion by Councilperson Keller, seconded by Councilperson Zajac, to approve the pre-paid checks as presented.

FEB							
VENDOR CODE	ACCOUNT CODE	DATE	CASH CODE	CHECK NUMBER	AMOUNT	DESCRIPTION	TRANSACTION
NIAGARA SCENIC	AOO.570.7310.490.42	02/25/20	Z991.110	1225	1,650.00	SKI CLUB	DONE
ROCHESTER PIPE LINE	AOO.516.1620.490.00	02/25/20	Z991.110	1227	169,860.00	SEPTIC PAYMENT 1	DONE

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**ADVERTISE FOR PART-TIME SENIOR CENTER ASSISTANT – FOOD SERVICE HELPER**

Tom Venniro is seeking approval to advertise for a part-time Senior Center Food Service Helper. Since September the Department has been utilizing volunteers and interns to work alongside one full time Recreation Staffer to cover for an employee that was injured in an accident. It is with deep regret that she will not be returning. Dustin Young will assume the coordinator responsibilities so this position would serve as a Food Service Helper. The responsibilities would include lunch and dinner set up/clean up, customer care, bingo operator, food handling and serving. The selected candidate would have to obtain the appropriate food handler training and certification. This is a budgeted position. Advertising will be done through Facebook, email, Town websites and bulletin board and in the Suburban News.

**RESOLUTION NO. 97-2020** Motion by Councilperson Roose, seconded by Councilperson Judd, to authorize the Recreation Department to advertise for a part-time Senior Center Assistant-Food Service Helper at a pay range of \$12.25-\$13.00 per hour.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

**RECREATION OVERNIGHT/MULTI-DAY STATE CONFERENCE**

Tom Venniro is seeking approval to send 5 full time Recreation Employees to the 2020 NYSRPS Annual Conference in Westchester, NY from April 26-28<sup>th</sup> for a cost not to exceed \$2,150. This was a budgeted item for 2020. He attached an outline of the event, purpose and benefits of the training. There will be coverage in his office

during this time by the current intern and an administrative assistant. Supervisor Barton asked if they would be accessible during the time out of the office. Mr. Venniro said that all programs will be covered and they will be accessible. They have done this for the last 4 years. Supervisor Barton noted that the reports provided to the Board by the attendees are very much appreciated.

**RESOLUTION NO. 98-2020** Motion by Councilperson Judd, seconded by Councilperson Keller, to approve sending the five full-time staffers to the 2020 NYSRPS Conference in Westchester, NY between April 26-28<sup>th</sup> at a cost not to exceed \$2,100.00.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **PARKS AND RECREATION COMMISSIONER APPOINTMENT**

Supervisor Barton noted the Parks and Recreation Commission is looking for Board approval to appoint Elaine Delvecchio to their Board based on their recommendation. The Board is made up of four Town members and four Village members but currently the Town has only three after one of the members moved to the Village. This position would expire on December 31, 2020.

**RESOLUTION NO. 99-2020** Motion by Councilperson Zajac, seconded by Councilperson Roose, based on the recommendation of the Parks and Recreation Committee, appoint Elaine Delvecchio to the Parks and Recreation Committee to fill the unexpired term of Tom Ganley, which will expire on December 31, 2020.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

### **RESERVE FOR TOWN HALL SEPTIC**

Supervisor Barton noted that he is waiting to hear from the Town Attorney regarding a Permissive Referendum. This will be an agenda item at a future meeting.

### **BUILDING DEPARTMENT SOFTWARE – REVISED QUOTE**

Supervisor Barton has talked to a representative from Edmunds and they confirmed that the Town Clerk software was not included in the quote. Their software is up to date. The quote includes Building and Animal Control updates and training to bring it current through the current year. They did agree to lower the original quote by \$500.00 for a total of \$6,800.00. There was discussion about what updates were completed and Supervisor Barton asked them that and the company acknowledged that under the old company updates were not done yearly or made available to all customers. Going forward they expect those updates to be available every 6 months to a year to all customers. There was further discussion about the animal control

software, why it was not being used in the past and whether the Town should continue using this software. This will be an agenda item at a future meeting.

### **INFORMATIONAL ITEMS**

Supervisor Barton noted that he received a letter from residents on Black Tern Terrace requesting a street light be put in at the corner of Black Tern Terrace and Manitou Road. Supervisor Barton will go to the RGE website and make that request.

### **LAKE ONTARIO FLOODING**

There was discussion between the Town Clerk and Supervisor about making this a standing item under Information on the Agenda as there will be a lot of information coming out as we get closer to and through spring with the projects at the lake.

There will be an informational meeting held by the Town on March 24, 2020 at 6:30 p.m. at the Hilton High School Auditorium. Postcards will be mailed to all residents north of the Parkway letting them know of the meeting. The Town Engineer will be giving a PowerPoint presentation about the upcoming projects on the Lakeshore.

On March 28, 2020 there will be a meeting at the Hilton High School held by the Lake Ontario St. Lawrence River Alliance. Residents from Kendall, Hamlin and Parma were invited. They are looking to put together a lawsuit against the IJC.

### **LIAISON REPORTS**

\*\*Councilperson Keller reported that he talked to Gary Comardo and the HPDICE group is currently not active and he has not heard back from anyone in that organization.

\*\*Councilperson Zajac reported that he will be attending a two day POD Training in June. There are three Special Police Officers in Academy Training. There has been discussion about the need for ballistic vests for the Special Police Officers and discussion about a vehicle for Special Police Use. All four entities would have to be in agreement for these items.

\*\*Councilperson Roose noted that there has not been a Planning Board meeting since the last Town Board meeting. The events held by the Recreation Department were a success.

\*\*Councilperson Judd reported that the Town of Parma was an applicant before the Zoning Board meeting and were approved for a fence to protect Town equipment that is stored outside and for the safety of park users. There were Special Permit renewals and discussion about the interest of Board Members to have an attorney present at Zoning Board meetings so applications can be resolved instead of being tabled while further information is received by the Town Attorney.

The Library is looking for more volunteers to help with the Friends of the Library. Some of the books removed from the shelves and no longer in the Libraries inventory will need to be replaced and it will be important moving forward to have enough money in the budget to replace any and all books.

Farmland and Open Space will be meeting in March and they have discussed looking for other places that do sign casting to replace the Zarpentine sign. They will get some quotes and she will bring it back to the Board for funding.

### **ENTER INTO EXECUTIVE SESSION**

**RESOLUTION No. 100-2020** Motion by Councilperson Keller, seconded by Councilperson Roose to enter into Executive Session to discuss the employment history of a particular person. There will be no business conducted after the Executive Session.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

Entered into Executive Session at 7:52 p.m.

### **EXIT OUT OF EXECUTIVE SESSION**

**RESOLUTION No. 101-2020** Motion by Councilperson Keller, seconded by Councilperson Zajac to exit out of Executive Session and enter back into Regular Session at 8:37 p.m.

Motion carried: Aye 5 (Barton, Roose, Keller, Judd, Zajac) Nay 0

There was no further business before the Town Board, Councilperson Zajac made a motion to adjourn the meeting at 8:38 p.m., seconded by Councilperson Keller and all were in favor.

Respectfully submitted,



Carrie Fracassi  
Parma Town Clerk